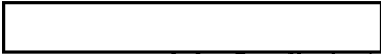


21 November 1979

25X1
MEMORANDUM FOR: Chief, Plans and Programs Staff, OL
FROM : 
Deputy Chief, Printing and Photography
Division, OL
SUBJECT : Office Evaluation Conference

1. Attached are the "roughs", per your request, on the subject matter to be addressed by the Chief, Printing and Photography Division (P&PD) at the Office Evaluation Conference on 30 November. The selected subject matter is relative to the Division's resource allocation program which identifies the consumers of our human resources, by Directorate as well as Office level.

2. The finished version of the graphics will be available for the "dry run" presentation by the C/P&PD on 26 November.

att



25X1

OL 9 4344

ROUTING AND TRANSMITTAL SLIP		Date
		13 November 79
TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. <i>Pete -</i>	<i>[Signature]</i>	13 Nov 79
2.		
3. <i>C/P&PS - signature</i>	<i>[Signature]</i>	11/14
4.		
5. <i>Cassie</i>		
Action	File	Note and Return
Approval	For Clearance	For Conversation
As Requested	For Confirmation	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Pete - Before sending this out, should we check w/ D/L on date for the dry run? We have it scheduled for 26 November, 2 PM. Patty told me that D/L should be available according to his calendar. Bob, let's ask Bob to come at next staff meeting.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.	Bldg.
11/13 Jane will confirm w/ Jim		
5041-102	Phone No.	
11/14 Call back Jim and OK.		

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.2

25X1


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Next 2 Page(s) In Document Exempt

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FORM NO. 238 1 MAY 56		REPLACES FORM 35-1 WHICH IS OBSOLETE		DOCUMENT CONTROL (13-40) MFG 1-76	
SEC. CL.		ORIGIN		CONTROL NO.	
		P&PD		OL 9 4844	
DATE OF DOC	DATE REC'D	DATE OUT	SUSPENSE DATE	CROSS REFERENCE OR POINT OF FILING	
21 Nov	79	21 Nov			
TO	C/P&PS/OL			ROUTING	DATE SENT
FROM	DC/P&PD/OL			OL/Reg	11/21
SUBJ.	Office Evaluation Conference			P&PS	11/21
COURIER NO.	ANSWERED	NO REPLY			
				1	

MEMORANDUM FOR:

Office Evaluation Conference.
Charts left with 

25X1

Date

FORM 5-75 101 USE PREVIOUS EDITIONS

MEMORANDUM FOR:

BOB

ATTACHED IS OUTLINE FOR DDA BRIEF.



25X1

Date

11-21-79

FORM 5-75 101 USE PREVIOUS EDITIONS